

We are currently accepting applications for the following positions:

Vacancy Announcement No. / Position Title

[FSN# 2015/03 \(T\) / Medical Equipment Technician](#)

[FSN# 2015/03 / Medical Equipment Technician](#)

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

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[FSN# 2015/29 \(T\) / Medical Research Scientist](#)

[FSN# 2015/29 / Medical Research Scientist](#)

[FSN# 2015/38 \(T\) / Resources Conservation Engineer](#)

[FSN# 2015/38 / Resources Conservation Engineer](#)

[FSN# 2015/42 / Medical Research Technologist \(Influenza Epidemiology Research Coordinator\)](#)

[FSN# 2015/64 / Administrative Clerk](#)

[FSN# 2015/65\(T\) / Voucher Examiner](#)

[FSN # 2015/65 Voucher Examiners](#)

[FSN# 2015/66 \(T\)/ Electrical/Mechanical Engineer](#)

[FSN# 2015/66 / Electrical/Mechanical Engineer](#)

[FSN# 2015/67 \(T\) / Chauffeur](#)

[FSN# 2015/67 / Chauffeur](#)

USAID - Vacancy Announcement No. / Position Title

[FSN# 2015/61 / Development Program Assistant](#)

[FSN# 2015/69 / Project Management Specialist \(China Support\)](#)

FSN# 2015/03 (T)
Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115(T)). Applications previously received will also be considered.”

FSN# 2015/03

Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115). Applications previously received will also be considered.”

FSN# 2015/24 (T)
Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/24
Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;

(6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/28 (T)
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8, FP-6, Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/28
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/29 (T)
Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 ฿640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/29

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/38 (T)
Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-9, FP-5 (Step 1 thru 4), Trainee

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum four years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/38

Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-10, FP-5 (Step 5 thru 14)

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 THB 760,852 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/42

Medical Research Technologist (Influenza Epidemiology Research Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Influenza Epidemiology Research Coordinator), FSN-9, FP-5 (step 1 thru 4)

OPENING DATE: May 22, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Fixed-Term: Not to exceed 4 years from the date of employment

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;
- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) A thorough knowledge of epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from May 7, 2014. Applications previously received will also be considered.”

FSN# 2015/61

Development Program Assistant

OPEN TO: All Interested Candidates

POSITION: Development Program Assistant, FSN-07

OPENING DATE: July 10, 2015

CLOSING DATE: August 13, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-7 \$480,033 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of USAID Development Program Assistant at the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located in Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Development Program Assistant will work under the supervision of the Development Assistance Assistant in the Program Development Office (PDO). The incumbent is responsible for managing information to ensure that the shared knowledge is accurate and current. The three key aspects of the job are 1) program coordination and information management; 2) procurement and logistics management for USAID/RDMA supported events, and 3) office administrative support.

MAJOR RESPONSIBILITIES:

- Program Coordination and Information Management:
 - Serving as a backstop for the overall Participant Training Management, Mission's Training Results and Information Network (TraiNET) system, including coordination of J-1 VISA processing and reporting for USAID participant training programs;
 - Coordinating responses for information requests from implementing partners, USAID bilateral missions and USAID/Washington in a timely manner;
 - Maintaining a tracking system for unsolicited proposals and routing them to the appropriate contact(s) across the Mission; and
 - Managing electronic resources for easy retrieval.
- Procurement, and Logistic Management for PDO and the Development Outreach Communications (DOC) unit:
 - Tracking the budget, coordinating with vendors for ordering goods and services, verifying receipt of goods and services and preparing vouchers for payment;
 - Providing administrative and logistical support; and
 - Participating in program implementation and administration activities through the coordination of all logistical support.

- Providing support as a Global Acquisition and Assistance System (GLAAS) requestor who coordinates funding availability and implements purchase requests, and coordinating other operational support for both Program and DOC units:
 - Providing overall planning and executing the operational functions of the DOC unit;
 - Developing office annual travel plans, preparing travel requests, coordinating visas applications and preparing travel vouchers for reimbursement;
 - Managing the RDMA photo and video archive, as necessary, and assisting with photo and video editing for RDMA external audiences;
 - Managing inventory of outreach merchandize, computer, photo and video equipment; and
 - Coordinating and/or preparing (as needed) time and attendance data for the office staff.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** Bachelor's degree in information technology, communication arts, administration, arts, sciences or social sciences is required.
- (2) **Experience (20 points):** Two years of progressively responsible experience in information management, knowledge sharing, or administrative assistance in a general office environment is required.
- (3) **Language:** Level 4 English and Thai in oral and written communication is required.
- (4) **Knowledge (40 points):** Must possess, or be capable of quickly learning, comprehensive and detailed USAID policies, regulations, procedures and documentation governing program/project development, implementation and financing, administrative functions, information management and technologies, database management, travel and logistic, and other administrative procedures, regulations, and requirements of USAID and State Department regulations.
- (5) **Skills and Abilities (40 points):** Ability to coordinate with U.S. officers and foreign national staff on program development; ability to organize and coordinate information and maintain an information sharing system; very strong interpersonal skills, personal initiative, and the ability to work with a range of senior and technical professionals in a collegial and productive manner are required. Organizational skills, creativity and flexibility are also required. Proficiency with using MS Word, PowerPoint, Excel, the Internet and USAID Intranet, and the presentation of material incorporating effective graphics is required. Ability to manage travel and logistics for DOC operations; and ability to deal effectively with Embassy personnel and host country government and business officials on PDO and DOC operations are required.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each

criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: August 13, 2015

FSN# 2015/64
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-6, FP-8

OPENING DATE: July 17, 2015

CLOSING DATE: July 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Regional Human Resources office located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as Administrative Assistant to the Supervisory Regional Human Officer, the main photographer for the RHR Photo Unit, the RHR Office's Timekeeper, and perform the full range of administrative office management support to the Regional Human Resources (RHR) Office and other duties as assigned.

QUALIFICATIONS REQUIRED:

- (1) Completion of commercial certificate (two years after high school) is required;
- (2) Two years of experience in secretarial and/or administrative experience in an English-language office environment is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to take ID photos using a digital camera, print proper sizes of ID photo using the photo machine and edit photos using the Adobe Photoshop program and ability to operate and understand features of office productivity software (e.g. MS Office), and operation of office automation equipment (e.g. digital senders, personal computers, copiers, printers, scanners, etc.)
- (5) Ability to manage the administrative aspects for the entire RHR section;
- (6) Possess a high of tact, courtesy, poise, alertness and good judgment in dealing with all levels (junior, mid-level, senior and executive) the public and ability to be flexible in working in a fast-paced environment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 30, 2015

FSN# 2015/65(T)
Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-6, FP-8, Trainee

OPENING DATE: July 17, 2015

CLOSING DATE: July 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 \$362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Voucher Unit Division, Financial Management Center located at 120 – 122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

Audit, examine, and process (or return for clarification or additional documentation) all payment and reimbursement vouchers for all types of vouchers for the mission wide (64 agencies). Types of vouchers include, but not limited to official travel such as TDY, R&R, Home Leave, Evacuations, Emergency Visitation Travel, Medical Evacuation travel and Education travel; vendor payment types such as Purchase Orders, Contracts, Purchase Card, Blanket Purchase Agreements, Leases and Grants; and employee reimbursements such as representation claims, official residence expense claims, and local travel.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of College study in accounting, business administration, and/or finance related subject is required;
- (2) One year work experience in finance, accounting, bookkeeping or related financial field is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems;

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications. The candidate will be tested some calculations on an excel spreadsheet.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 30, 2015

FSN# 2015/65
Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-7, FP-7

OPENING DATE: July 17, 2015

CLOSING DATE: July 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7 \$480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Voucher Unit Division, Financial Management Center located at 120 – 122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

Audit, examine, and process (or return for clarification or additional documentation) all payment and reimbursement vouchers for all types of vouchers for the mission wide (64 agencies). Types of vouchers include, but not limited to official travel such as TDY, R&R, Home Leave, Evacuations, Emergency Visitation Travel, Medical Evacuation travel and Education travel; vendor payment types such as Purchase Orders, Contracts, Purchase Card, Blanket Purchase Agreements, Leases and Grants; and employee reimbursements such as representation claims, official residence expense claims, and local travel.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of College study in accounting, business administration, and/or finance related subject is required;
- (2) Two years' work experience in finance, accounting, bookkeeping or related financial field is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems;

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications. The candidate will be tested some calculations on an excel spreadsheet.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 30, 2015

FSN# 2015/66 (T)
Electrical/Mechanical Engineer

OPEN TO: All Interested Candidates

POSITION: Electrical/Mechanical Engineer, FSN-10, FP-5(Step 5 thru 14), Trainee

OPENING DATE: July 24, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

LENGTH OF HIRE: Temporary position – Not to exceed 2 years

SALARY:

Ordinarily Resident (OR): FSN-10 \$913,022 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in the Electrical Engineer from an accredited institution.
- (2) Minimum of six years of experience in electrical/mechanical engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;

- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;
- (6) Ability to use AutoCAD.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/66

Electrical/Mechanical Engineer

OPEN TO: All Interested Candidates

POSITION: Electrical/Mechanical Engineer, FSN-11, FP-4

OPENING DATE: July 24, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

LENGTH OF HIRE: Temporary position – Not to exceed 2 years

SALARY:

Ordinarily Resident (OR): FSN-11 ฿1,414,883 per annum (Starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in the Electrical Engineer from an accredited institution.
- (2) Minimum of seven years of experience in electrical/mechanical engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;

- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;
- (6) Ability to use AutoCAD.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/67 (T)
Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC (Trainee)

OPENING DATE: July 24, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-2 ฿ 213,060 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) One year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/67

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: July 24, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ₪ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/69

Project Management Specialist (China Support)

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist (China Support), FSN-11

OPENING DATE: July 24, 2015

CLOSING DATE: August 20, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-11 ₱1,179,069 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (China Support) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The incumbent serves as a Project Management Specialist in USAID's Regional Development Mission for Asia's Office of Governance and Vulnerable Populations (GVP) under the supervision of the Democracy Officer (Vulnerable Populations Team Lead). The position requires substantial experience, as the incumbent is to provide the full range of consultative, advisory, management, analytical, and networking/liaison functions, working and at times leading within the office team to realize objectives. The incumbent is expected to provide strategic planning; and programmatic, managerial and technical support, primarily in support of USAID's China assistance portfolio as well as in support of other governance and vulnerable population activities in the region.

MAJOR RESPONSIBILITIES:

A. Project/Activities Management and Support:

- Act as a Contracts/Agreement Officer's Representative (COR/AOR) with responsibilities in the areas of agreement/partner monitoring; agreement and/or contract technical revisions recommendations; financial management of awards; ensuring related security and environmental compliance associated with awards and/or contracts; and award administration including effective communications and compliant files maintenance.
- Work collaboratively with USAID's multiple and variant implementing partners in China and throughout the region. Assist in the planning/coordination of meetings, workshops, and conferences; monitor programs through field visits throughout the region; maintain appropriate documentation, and produce reports on USAID financed activities.
- Track financial information on grants; provide technical assistance and programmatic advice across multiple sectors and countries, analysis, assessment and research, reporting and communications,

identification/resolution of issues affecting overall program performance and response/communication with USAID offices in the region and Washington.

- Conduct frequent visits to project sites in China and across the region to monitor program activities; review quarterly and other reports, brief the GVP team, and provide feedback to grantees and contractors

B. Strategic Planning, Program Design and Implementation:

- Serve as a key member of the GVP China assistance team and as required, regional program management and strategic planning teams;
- Assist in the design of innovative activities for bilateral and regional activities including, e.g., support to ethnic minorities; rule of law; democracy and governance; humanitarian assistance; and migration and refugee issues;
- Support the development of Statements of Work as they relate to project activities; manage field support activities, including review and approval of proposed work plans; design and manage appropriate systems to track specific field support activities and their budgets; and
- Make recommendations to partners and stakeholders on improvements in program implementation; provide technical assistance in program design, implementation and evaluation of VP activities across the region; provide direction and capacity building for local and international (Non-Governmental Organizations (NGOs) implementing USAID activities.

C. Embassy/Host Country Relations, Networking, Country Backstopping:

- Establish good working relationships with U.S. embassies and host country officials, as well as with other donors, multilateral institutions, international and local NGOs and be able to articulate GVP activities and strategies to them;
- Organize donor coordination activities in support of project activities; and
- Serve as backstop to embassy staff in RDMA countries with no USAID presence; maintain good working relationships with all relevant offices within the RDMA and USAID Washington.
-

D. Research Analysis, Reporting, Communications:

- Draft official USAID documentation, such as letters to host governments, embassies, and partners; congressional budget justifications, annual reports, assistance and acquisition documents, action memoranda and others;
- Report on all travel and project visits, inform VP staff of new information or research on relevant regional development issues; and
- Assist in design and updates on briefing papers.
-

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (6) **Education:** Master's Degree in academic disciplines, such as International Development, International Business, Economics, Ethnology, Business Administration, International Finance, Trade, Development or social science is required.

- (7) **Experience (20 points):** The minimum periods of professional experience required for this position are 1) five (5) years managing democracy, governance and/or human rights programming; and 2) at least three (3) years of this work experience with a U.S. Government Agency or other international/local organization or donor.
- (8) **Language (20 points):** Level IV, Fluent in English (TOEIC score of 855 or above) required. Level III, Mandarin Chinese (Chinese Proficiency Test (HSK) Level III or above) required. Given the nature of the position, effective written and oral communications, principally in English, are absolutely critical to perform successfully in this position. The incumbent is required to be able to prepare briefing documents, including participation in the drafting of annual performance reports, completion of the Operational Plan, and development of the Congressional Budget Justification. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring little or no editorial changes. This position will be required to engage with a variety of colleagues inside the USAID/ RDMA Mission and will also have a role engaging with USAID stakeholders outside the Mission.
- (9) **Knowledge (30 points):** A comprehensive knowledge of the concepts, principles, techniques and practices for implementing development interventions in democracy, governance and/or human rights programming assistance is required. General knowledge of development issues in China and Southeast Asia and the organizations involved in development activities is required. Knowledge and understanding of China, the Chinese Government and other regional country government and non-government entities is needed to fulfill the responsibilities of this position. The position also requires the incumbent to have knowledge and experience in development project design, implementation, management and evaluation. He/she should also have a good overall knowledge of development needs and issues in the region.
- (10) **Skills and Abilities (30 points):**
- Demonstrated ability to pay attention to details; ability to obtain, analyze, and evaluate a variety of data including organizing and presenting information in concise written and oral formats required;
 - Ability to plan, develop, manage and evaluate important and complex programs independently required;
 - Ability to furnish information and advice in assigned areas objectively required;
 - Demonstrated thoughtfulness, flexibility, ability to work as a team member in a culturally diverse environment, follow instructions while also being assertive and confident in solving both conceptual and on-the-ground program management problems on his/her own, organize, prioritize and follow through on all assignments with minimal oversight required;
 - Proficiency in word processing, spreadsheets, databases and other computer applications (i.e., Microsoft Office, Excel, PowerPoint, Google Doc, Google Spreadsheet, Google Presentation skills) required; familiarity with mapping software programs, such as Google Earth and demonstrated ability to learn to use these programs in day-to-day work required.
 - Demonstrated ability to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission Management required;
 - Demonstrated potential to acquire knowledge of USAID programming policies, regulations, procedures, and documentation; and U.S. Government legislation relating to development assistance

required; and a thorough understanding of the objectives, methodology, and status of the Mission's overall strategic objectives and goals required;

- Excellent interpersonal skills in order to facilitate productive professional relationships with other members of the USAID team, with USAID/RDMA's implementing partners, and with national counterparts required; to establish and maintain contacts at all levels of associated host government(s) (i.e., from the community level to the Ministerial level) and with stakeholders in the non-governmental arena in order to explain USAID process, policies, objectives, and procedures required; and
- Willingness and ability to travel to China and possibly throughout Southeast Asia and elsewhere as/when necessary or requested required; willingness and ability to overtime may be required or necessary to ensure effective stewardship of responsibilities.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above and HSK level III or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: August 20, 2015
